



## ***Movies in the Park – Fostering Strong Communities***

### **How to Host a Movies in the Park Event**

NORDC, in partnership with neighborhood organizations that wish to host free family-friendly movies in public parks or playgrounds, sponsors the *Movies in the Park* (MITP) series in the Spring and Fall of each year. This is great opportunity to bring your community together for a fun evening, promote your neighborhood organization, recruit new volunteers, and advertise community events.

NORDC staff will work with the MITP Host Organization to select a family-friendly movie with a running time not to exceed two (2) hours. All public movie screenings require a license even if shown free of charge to the public. NORDC will obtain the DVD and provide payment for license fees. All movies will begin at dusk. If a movie is cancelled due to weather or other extenuating circumstances, the immediate Saturday will be the make-up date.

#### **What Types of Organizations May Apply**

Priority will be given to NORDC sanctioned booster clubs. Non-profit organizations and other community organizations in good standing may apply to host a Movie in the Park event. Individuals may not apply.

#### **NORDC will provide:**

- Portable Movie System
- DVD & Licensing
- Security
- Trash Receptacles (next day pickup)
- Satellite Restrooms (if necessary)
- Interactive activities for movie audience prior To the start of the movie, i.e. fitness, dancing, Hula hooping, etc.

#### **The Host Organization will provide:**

- An Event Coordinator and backup coordinator (*Please see the attached document for detailed event coordinator responsibilities*)
- Concessions (We strongly recommended that host organizations sell refreshments as it makes for a more festive atmosphere. Also, profits from the sales will benefit your organization)
- Assistance in cleaning the location after movie screenings, including the removal of litter and/or other objects left behind by movie attendees
- Community partnerships offering neighborhood services & upcoming events
- Assist with Marketing for the event.

#### **Movies in the Park Audience Guidelines:**

- MITP events are free and open to the public. They are not intended for profit or private use /showings.
- Event security and staff hold the right to deny admittance and/or remove patrons.
- Participants may bring blankets or lawn chairs. Bug spray is optional.
- Participants under the age of 16 must be accompanied by an adult at all times.
- Pets, alcoholic beverages, illegal drugs, firearms, and weapons are not permitted.
- MITP is a smoke-free environment.
- No cooking or grilling on the premises.
- Cooler/bags and snacks are allowed, but subject to search.
- Tents or any other objects that would obstruct the view of others are prohibited.
- No reserved seating. First-come, first-serve basis.
- 24 hours before the MITP the weather will be assessed. 60% chance of rain or higher is automatic cancellation of the movies. Make up will be made the next day..



## ***Movies in the Park – Fostering Strong Communities***

### **Application Form**

#### **What types of Organizations may apply?**

Booster clubs, non-profit organizations and community organizations in good standing may apply to host a *Movie in the Park* event. Individuals may not apply.

**Application Deadline: Monday, August 17<sup>th</sup> by Noon.**

**Deliver or Email to: Raeneika Melancon, NORDC 5420 Franklin Ave., New Orleans, LA 70122 or [rrmelancon@nola.gov](mailto:rrmelancon@nola.gov)**

**Please contact Raeneika Melancon at 504-658-3008 or [rrmelancon@nola.gov](mailto:rrmelancon@nola.gov) with any questions**

Organization \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Backup Coordinator \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Desired date (from list) \_\_\_\_\_ Second date choice \_\_\_\_\_

Movie Choice (from list) First: \_\_\_\_\_ Second \_\_\_\_\_

Third: \_\_\_\_\_

*\*Movies for each site will be confirmed at the mandatory Event Coordinator meeting. There is a chance that the movie selection chosen for a site may have to be changed due to copyright and vendor factors. In this case, a new movie must be selected within 48 hours. If the selection is not chosen within 48 hours, NORDC will designate another movie selection on behalf of the event coordinator.*

What is the projected number of attendees? \_\_\_\_\_

I have read, understand and agreed to the terms and expectations stated herein for *NORDC Movies In The Park*.

Applicant's signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

#### **FOR NORDC OFFICE USE ONLY**

Site \_\_\_\_\_ Date Accepted \_\_\_\_\_ Staff Initials \_\_\_\_\_

Received by \_\_\_\_\_ Date Confirmed \_\_\_\_\_

Movie choice \_\_\_\_\_

Does this site need a generator source if concessions are sold? Yes No

Does this site need any port o lets? Yes No If so how many? \_\_\_\_\_

Does this site have operating lights? Yes No Are they set on a timer? Yes No

Does this site have outlets? Yes No Inside Outside Both



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### **Event Coordinator Responsibilities**

Please review the expected responsibilities that are listed below prior to signing this agreement below. These expectations should be taken into consideration when selecting the event coordinator:

- Must attend a **MANDATORY** Event Coordinator's meeting scheduled to take place August 19, 2015 for 6:30PM at Treme Center. Failure to attend this meeting will result in your park being removed from the MITP season schedule.
- Inform the neighborhood association of your event.  
Promote the event to the community organizations, schools, and small businesses in the surrounding area.  
NORDC staff will promote NORDC upcoming events at *Movies in the Park* events as well.
- Must engage the visiting community both before and after the movie via microphone.
- Provide lighting and power source to serve concessions if necessary. Selling concessions is optional but strongly encouraged. Power from NORDC's projector generator may **NOT** be used.
- Secure a volunteer set up crew to assist with preparing the area before the movie begins.
- Facilitate the placement and staffing of tables that showcase the neighborhood services and upcoming events.  
Distribute audience satisfaction surveys and return the completed surveys to NORDC the day after the event.

By signing below, I \_\_\_\_\_ (please print) have acknowledged that I have read and understand the event coordinator responsibilities stated in this document. I will adhere to the responsibilities of the event coordinator.

\_\_\_\_\_  
Event Coordinator Signature

\_\_\_\_\_  
Date

Volunteer setup crew for MITP at \_\_\_\_\_ Park:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please provide the name(s) and contact information for any other community groups, schools and churches you intend to involve in promotion or marketing?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## ***Movies in the Park – Fostering Strong Communities***

### **Fall 2015 Schedule**

The dates below reflect movies rescheduled from the Spring 2015 MITP season. Please be advised that effective immediately, if a movie is cancelled due to weather or other extenuating circumstances, the immediate Saturday will be the make-up date.

<b>Available Dates</b>	<b>Council District</b>	<b>NORDC Park</b>
<b>September 4<sup>th</sup>, 2015</b>	D	Hardin Playground
<b>September 11<sup>th</sup>, 2015</b>		
<b>September 18<sup>th</sup>, 2015</b>	D	Lemann Playground
<b>September 25<sup>th</sup>, 2015</b>		
<b>October 2<sup>nd</sup>, 2015</b>	D	St. Roch Playground
<b>October 9<sup>th</sup>, 2015</b>	B	Norwood Thompson Playground
<b>October 16<sup>th</sup>, 2015</b>	B	A.L . Davis Playground
<b>October 23<sup>rd</sup>, 2015</b>		
<b>October 30<sup>th</sup>, 2015</b>		
<b>November 6<sup>th</sup>, 2015</b>		
<b>November 13<sup>th</sup>, 2015</b>		
<b>November 20<sup>th</sup>, 2015</b>	E	Pete Sanchez Recreation Center